



CITY OF HOUSTON

Job Posting

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Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	SR. DATA ENTRY OPERATOR (MULTIPLE)
Posting Number	PN# 109160
Department	Health & Human Services Department
Division	Office of Surveillance & PH Preparedness
Section	HIV Surveillance
Reporting Location	8000 N Stadium Drive*
Workdays & Hours	M - F, 8 a.m. - 5 p.m.* *Subject to change

ALL HEALTH DEPARTMENT EMPLOYEES ARE CONSIDERED TO BE ESSENTIAL PERSONNEL. DURING EMERGENCIES, EMPLOYEES ARE REQUIRED TO REPORT TO THEIR SUPERVISOR FOR DUTY ASSIGNMENTS AND SCHEDULING.

DESCRIPTION OF DUTIES

Acts as lead worker-entering data from various source documents to provide information necessary for the processing of specific legal and administrative reports, forms, certificates and data. Monitors input to ensure compliance with production schedules. Enters data through electronic keyboard to record or verify a variety of complex or encoded data with a high level of speed and accuracy.

CORE FUNCTIONS

- Leads and monitors the work activities of data entry personnel. Sorts and files various reports and documents.
- Prepares reports and other supplemental correspondence.
- Operates key-driven devices and oversees the operation of key-disk input-output console to ensure processing by schedule.
- Performs conversion of data from original documents and coded forms into formatted input for electronic data processing equipment.
- May perform data entry activities to generate a variety of source documents, i.e., library material, library cards, parking tickets, traffic citations, commodity codes, voucher information, license information, vital statistics and payroll information.
- May be responsible for key verification of the work of other data entry operators. May be involved in training lower level operators and assisting in scheduling and monitoring workflow.

WORKING CONDITIONS

The position is physically comfortable, with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

MINIMUM EDUCATIONAL REQUIREMENTS

Knowledge of grammar, spelling, punctuation and mathematical functions as might be acquired through specialized training of up to 9 months of education or training beyond the high school level. May have simple vocational competence in the operation of mechanical or electronic equipment. Must pass a City administered typing test.

MINIMUM EXPERIENCE REQUIREMENTS

Two years of data entry experience or clerical/secretarial experience with a heavy volume of typing are required.

MINIMUM LICENSE REQUIREMENTS None

PREFERENCES

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION ☐ Yes ☒ No

This position is not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION **GRANT FUND POSITION**

This position is dependent upon continued available funding. If funding is no longer available, employee may be transferred or laid off. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range – Pay Grade 12
\$800 - \$1,415 Biweekly \$20,800 - \$36,790 Annually

OPENING DATE March 1, 2006

CLOSING DATE March 7, 2006

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. **For application status inquiries, please call (713) 794-9142.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. **TDD Phone Number (713) 837-9471.**